

30 December 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: OS Action Agenda--1988

REFERENCE: DDA 87-2589, dtd 7 Dec 87, same subject

Attached are selected goals/objectives which represent the Office of Security (OS) Action Agenda for Calendar Year 1988. I have limited items to what I thought might be appropriate at the DCI level. Not included are the more parochial goals such as enhancing OS's ADP support programs, improving OS's career management program, etc. Obviously, improving the Agency's CI program will be on the 1988 agenda and that outcome will impact on the structure of OS's goals and objectives.

Attachment

OS/D/Sec (30 Dec 87)

Distribution:

- Orig & 1 - Addressee
- 1 - D/Sec
- 1 - DD/PS
- 1 - DD/PTS
- 1 - C/PPS
- 1 - OS Registry
- 1 - EA OS Group Chief

UNCLASSIFIED When Separated
from SECRET Attachment

OS 7-8212

~~SECRET~~

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Background
—

OS REGISTRY

9 DEC 1987

Monty

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DDA 87-2589

DATE

8 December 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ~~EO 10 DEC 1987~~

10 Dec

B

1a D/OS

14 DEC 1987

14 DEC 1987

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14 DEC 1987

15 Dec

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C/ Plans Branch

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1-1a
C/Plans Branch is already working their requirements per spec earlier guidance. We're aiming for 1 Jan 88 date.

Bob
We need tighter deadline on our tasking. This spec should be straightforward

2-4
Billy,
Can we move early on the requirements?
cc: C/Plans Br.

DDA 87-2589
7 December 1987

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education


FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Action Agenda for Calendar Year 1988

1. By 4 January 1988 I would like to receive from each of you a list of objectives, tasks, priorities--whatever you choose to call them--you have set for your office for calendar year 1988. I will compile these (some or all) into a memorandum for the DCI which is due on 8 January.

2. Your papers should not exceed one page in length.

STAT

William F. Donnelly 

cc: ADDA

S E C R E T

23 December 1987

MEMORANDUM FOR: Chief, Policy & Plans Branch/PSS/PTS

25X1 FROM:

Chief, Technical Security Group/PTS

SUBJECT: Action Agenda for Calendar Year 1988

REFERENCE: DDA Memorandum dated 7 December 1987

1. Per your request, the following reflects in short order the goals and objectives for Technical Security Group/PTS for Calendar Year 1988.

25X1

S E C R E T


S E C R E T

SUBJECT: Action Agenda for Calendar Year 1988

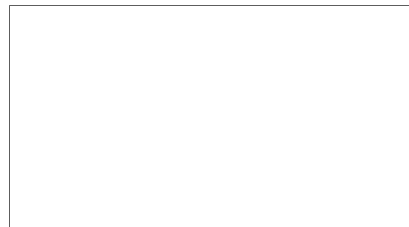
25X1



25X1

2. If you need further information, please contact Special Assistant/TSG 

25X1



S E C R E T

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Clearance Group Goals and Objectives for Fiscal Year 1988

FROM

EXTENSION

NO.

Chief, Clearance Group

DATE

18 DEC 1987

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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21 DEC 1987

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18 DEC 1987

MEMORANDUM FOR: Deputy Director for Personnel Security

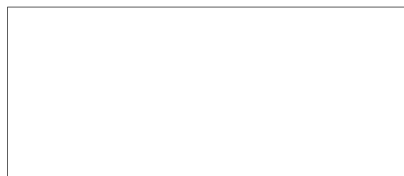
25X1 FROM:


Chief, Clearance Group

SUBJECT: Clearance Group Goals and Objectives for
Fiscal Year 1988

Attached per your request are the goals and objectives of the
Clearance Division, Security Records Division, and the Special
Security Center for the current fiscal year.

25X1



25X1



S E C R E T

SUBJECT: Clearance Division Goals and Objectives for
Fiscal Year 1988

1. The following Clearance Division goals are the general goals which Clearance Division will try to complete before 30 September 1988.

a. Achieve Initial Operating Capability of the Security Action Tracking System which will provide a data base available to accomplish research and provide statistical data on Directorate security action processing.

25X1 b. Achieve Initial Operating Capability [redacted]
25X1 [redacted] which will complete the centralization of all case processing statistical data in the Directorate into one system, SIMS.

c. Implement a magnetic tape interface with the Federal Bureau of Investigation to replace the manual paper system which will reduce the turn-around time on at least 50 percent of the name checks submitted to FBI to 48 hours.

d. Streamline and/or eliminate the requirement for paper exchanges and retention in as many case processing operations as possible especially concentrating in the areas in which ADP interfaces can assist.

e. Close all appeal cases started between Calendar Year 1983 and 1986.

f. Increase the dialogue between our customers, Office of Logistics, Office of Development and Engineering, and the Office of Personnel in order to better serve their needs and deliver security decisions.

25X1 g. Deliver to the Office of Personnel by 1 March 1988, security decisions on all of the expected [redacted] Summer Only cases.

h. Finish assisting the Office of Personnel to complete the transition from Memorandums of Oral Agreements/Commitments to Independent Contractors.

25X1 i. Reduce case processing time by 15 days average in all [redacted] Clearances and access approvals.

~~2. Sections and Branches have submitted many more specific goals which can not easily be generalized into Division goals but will also be implemented and completed as the year progresses.~~

S E C R E T

SUBJECT: Security Records Division Goals and Objectives for
Fiscal Year 1988

1. ADP-Related Objectives

- a. Implement SATS (Security Action Tracking System)
- b. Implement SECOND (Tracking OL/SS initiated cases)
- c. Implement automation of FBI name checks
- d. Provide audit trail report of SIMS users
- e. Complete bar-coding project
- f. Develop SIMS/Persign interface
- g. Develop SIMS/4C interface
- h. Develop automation of name checks initiated by OPM
- i. Complete installation of VS-65, including and Polygraph Division

2. Additional Equipment and Material Goals

- a. Provide WANG terminal for A&RB
- b. Provide PC for SSB
- c. Plan the procurement of new shelving for installation at new Headquarters building

3. Personnel related Objectives

- a. Ensure that all SRD personnel attend at least one training course during the year (especially ADP-related training)
- b. Rewrite Branch procedures in SSB and A&RB that are affected after SIMS/SATS interface
- c. Develop a functional reorganization of the Division to centralize and streamline the processing of all security actions including initiation of DODCI & FBI checks to reduce the movement of files from SRD to CD to SRD, etc.
- d. Upgrade key positions in the Division
- e. Reorganize physical arrangement and develop new personnel resources to sort and refile the backlog of unfiled correspondence
- f. In IRB, complete the review of cases
- g. IRB to develop a new (failsafe) tickle system
- h. After SIMS/SATS IOC, A&RB to dedicate two analysts to concentrate on the RCS (file destruction/retirement)
- i. A&RB revisit issue with DO management to develop direct access to their file system (DO STAR)
- j. Determine which OS cases (in addition to "New Building" and applicants who "fail" poly) can be retained in computer-only (no folder)
- k. Implement SRD "Guest Speaker of the Month" program
- l. Implement SRD "Employee of the Month" program
- m. Prepare for the move to new Headquarters Building

S E C R E T

SUBJECT: SSC Goals and Objectives for Fiscal Year 1988

1. The principal objective of the Special Security Center for FY 1988 will continue to be the maintenance and development of the 4C system. A milestone in that development will be the upgrading of the computer main-frame and simultaneous move to the New Headquarters Building, scheduled for 13-15 February 1988.

2. Phase II of 4C - the deployment of the system to the unified and specified commands - will require intensive coordination with Office of Information Technology and various DOD components.

3. Another desirable goal--but one which may not be easily attained given the personnel short-fall--is to reduce the backlog of data to be entered into the 4C data base which now stands at several months.

4. With the acquisition of a WANG system, SSC plans to automate the SCIF data base. This will allow rapid retrieval of data and free SSC personnel from their current dependence on file folders.

S E C R E T

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CI&SG Objectives for Calendar Year 1988

FROM:

EXTENSION

NO.

C/CIS&G/OS

DATE

21 December 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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21 DEC 1987

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Attached is a list of what I see as the priority objectives for the Counter-intelligence and Support Group. For your further background, I have also attached copies of the individual submissions from

S E C R E T

21 December 1987

CI&SG OBJECTIVES FOR CALENDAR YEAR 1988

- 25X1 ° Continue the revitalization of the reinvestigation
program [REDACTED] in FY-1988.
- 25X1 ° Utilizing existing and recently acquired computer
capabilities, upgrade our computer support in the areas of
[REDACTED]
- 25X1 [REDACTED]
- 25X1 ° Enhance our participation in security awareness
briefings, particularly in the area of the reinvestigation
program, [REDACTED]
- 25X1 [REDACTED]

S E C R E T

S E C R E T

MEMORANDUM FOR: Chief, CI&SG

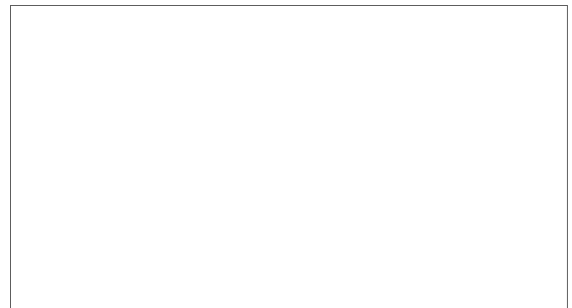
25X1 FROM:

[REDACTED]

C/Reinvestigations Branch

SUBJECT: RB Objectives for 1988

1. Creation of Reinvestigation Briefing Program
(first session scheduled for 22 January 88 in room GA-13 at Hqs at 2:00 PM and will continue each Friday at the same time and place for the foreseeable future).
- 25X1 2. Close [REDACTED] cases in FY 1988
(will depend on polygraph sessions and availability of new RB employees)
- 25X1 3. Move [REDACTED]
(move is being coordinated among RB, LOGS, OS/DSB and OS/ADP - we are hoping for a Jan-Feb move)
- 25X1 4. Increase RB strength to [REDACTED] employees
25X1 (current strength is [REDACTED] employees, we
25X1 are [REDACTED] people short)



S E C R E T

OSB GOALS

17 December 1987

1. CONTINUE TO IMPROVE LIAISON BETWEEN OSB AND LOCAL POLICE, AND GOVERNMENT AGENCIES.

STAT
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2. WORK WITH SECURITY EDUCATION DIVISION TO ESTABLISH A SEGMENT IN THE [] THAT WOULD BE DEVOTED TO PROCEDURES FOR THE PROTECTION [] AS OPPOSED TO THE PROCEDURES FOR PROTECTION OF THE DCI.

3. CONTINUE TO UPDATE OSB TECHNICAL EQUIPMENT, AND TO OBTAIN A NEW 4WD DUTY VEHICLE.

STAT
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4. REVIEW OSB PERSONNEL REQUIREMENTS, AND OBTAIN A FULL TIME PARA-PROFESSIONAL TO HANDLE THE [] PROGRAM AND (WITH CONCURRENCE OF [] CASES.

5. OBTAIN TRAINING FOR OSB OFFICERS IN VARIOUS SECURITY DISCIPLINES.

6. PURSUE AN AGGRESSIVE EDUCATION PROGRAM FOR AREA SECURITY OFFICERS CONCERNING OSB CAPABILITIES AND REQUIREMENTS.

7. CONTINUE TO IMPROVE THE RELATIONSHIP/COMMUNICATION WITH THE DO/CMS AND THE OMS, IN ORDER TO BE ALERTED ON A MORE TIMELY BASIS WHEN INDIVIDUALS ARE BEING RETURNED SHORT OF TOUR OR ARE HAVING MEDICAL/SECURITY RELATED PROBLEMS.

EAB GOALS

STAT

1. Move to [] Building (January-February move)

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2. Increase the strength to meet the T/O. Currently we are short a secretary, courier and a security assistant in the []

[] EAB is down one clerk-steno.

3. Update the computerization of the mail accounting and records system (MARS). (Funding has been approved.)

STAT

4.

5.

6. Increase the efficiency of the office through the utilization of automated data processing (ADP) systems similar to the creation of the private foreign travel system (PFTS).

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY 88 Field Office Priority Objectives

FROM:

Chief, Investigations Group

EXTENSION

NO.

DATE

21 December 1987

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Administrative - Internal Use Only

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Polygraph Division FY88 Priority Objectives

FROM:

EXTENSION

NO.

Deputy Chief, Polygraph Division
3rd Floor

DATE

18 December 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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12/17/87 *Gay*

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22 DEC 1987

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